

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES
VACANCY NOTICE
INTERNAL AND EXTERNAL

Position Title:	Senior Administrative Assistant
Position No.	10031133
Vacancy N°:	074-20
Category & Level:	General Service, G-5
Location:	Bogotá, Colombia
Effective date:	At the soonest
Closing Date:	28 May 2020

Organizational Setting and Work Relationships

The Senior Administrative Assistant is supervised by the Assistant Administrative Officer, who defines general work objectives and provides necessary advice and guidance. The incumbent works independently on regular assignments with an oversight from the supervisor. The incumbent normally does not supervise other staff.

S/he provides technical support with the processing of financial transactions, administrative and travel activities and monitors compliance with applicable financial and administrative rules and regulations, also refers to UNHCR Manuals and relevant policy papers on financial and administrative issues.

Draft correspondence and reports, as required, on general administrative or specialized tasks which may be of a confidential nature within the assigned area of responsibility. The incumbent will be Petty cash custodian

S/he keeps frequent contacts with staff at various levels in the office, and exchange information internally and with third parties. This requires very good interpersonal skills as well as written and verbal skills.

In view that, from time to time, the incumbent is required back up other functions or rotate to other functions within the Administration and Finance Unit, and provide support to field offices, the incumbent should have a good understanding of administrative functions, a good accounting foundation coupled with relevant education in the areas of accounting or business administration.

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

To find out more information about UNHCR, please visit our [website](#).

Duties

- * Assist in interpreting and processing of entitlements, issuance of contracts and maintenance of various personnel records and files.
- * Attend meetings on day-to-day admin matters; administer the movement of UNHCR staff members and monitor their attendance records, leave plans, overtime and visa requirements.
- * Search office files and records relating to a variety of topics for information and reference. Select information and records in specified format or based on general instructions for use by others in preparing reports, correspondence, technical papers, project or programme plans and general reference documents.
- * Assist in requisition of office supplies, equipment and arrange for distribution together with the appropriate inventory records.
- * Assist in administrative formalities related to travel arrangements and issuance/ renewal of visas, licences, travel arrangements and other similar documents.
- * Draft correspondence and reports, as required, on general administrative or specialized tasks which may be of a confidential nature within the assigned area of responsibility; Type correspondence, documents and reports, some of which may be highly confidential.
- * Arrange appointments and maintain supervisor's calendar, receive visitors, place and screen telephone calls and answer queries with discretion; Keep lists of names, addresses and telephone numbers of ministers, government officials and members of the diplomatic corps.
- * Assist the management to organise and run UNHCR Office and Residential (wherever applicable) compounds.
- * Facilitate various official missions of UNHCR staff and other persons of concern to UNHCR.
- * Prepare attestations and certificates required by the staff members for signature of senior officer.
- * Assist in processing MIP and various other claims by UNHCR staff and other clients of UNHCR.
- * Perform other related duties as required.

Minimum Qualifications

Education & Professional Work Experience

Years of Experience / Degree Level

Minimum 2 years relevant experience with High School Diploma; or 1 year relevant work experience with Bachelor or equivalent or higher

Certificates and/or Licenses

Accounting, Business Administration, Finance, Office Management, Human Resources or other related field.;

(Certificates and Licenses marked with an asterisk* are essential)

Relevant Job Experience Desirable

Completion of UNHCR learning programmes or specific training relevant to functions of the position.

Functional Skills

*IT-Computer Literacy;
UN-UN/UNHCR Administrative Rules, Regulations and Procedures;
UN-UN/UNHCR Financial Rules and Regulations and Procedures
IT-PeopleSoft Applications

(Functional Skills marked with an asterisk* are essential)

Language Requirements

Mandatory Knowledge of English (UN working language of the duty station) as well as local language.

Competency Requirements

All jobs at UNHCR require six core competencies and may also require managerial competencies and/or cross-functional competencies. The six core competencies are listed below.

Core Competencies:

Accountability
Communication
Organizational Awareness
Teamwork & Collaboration
Commitment to Continuous Learning
Client & Result Orientation

Cross-Functional Competencies:

Analytical Thinking
Planning and Organizing

Submission of applications

If you wish to be considered for this vacancy, please submit your [Personal History Form \(PHF\)](#) and its [Supplementary Sheet](#) (if applicable) by e-mail with “**VN- 074-20 Your LAST NAME, Name – Senior Administrative Assistant G5, Bogotá**” in the subject line to colbovac@unhcr.org by **28 May 2020**.

Please use attached Personal History Form to apply. **Applications received in other forms will not be considered.** Contact information of previous employers must be included in the attached PHF form. If the space in the attached PHF form is not enough to include your employment record, please use the attached PHF Supplementary Sheet. It is suggested to use Office 2013 to ensure a correct visualization of the PHF and PHF Supplementary forms.

Shortlisted candidates will be required to sit for a competency-based interview; a test may be administered. Only shortlisted candidates will be notified. No late applications will be accepted.

UNHCR is committed to diversity and welcomes applications from qualified candidates regardless of disability, gender identity, marital or civil partnership status, race, color or ethnic and national origins, religion or belief, or sexual orientation.

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. Only candidates of Colombian nationality will be considered for this vacancy.

UNHCR does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).

REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>